


22 June 1953

MEMORANDUM FOR: Deputy Director (Administration)
ATTENTION: Classification and Wage Division
SUBJECT: Request for T/O Change

1. In September 1952 a Support Branch was authorized in the T/O of the Industrial Register. Principal among its functions were:

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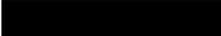
- a.) 
- b.) maintaining a reference-control point for meeting IR requesters, answering spot reference questions and directing requesters to the appropriate substantive branch for service.
- c.) assuming direction of the Classification Section which is engaged in the classification and coding of end product information.

2. After observing the development and operation of the Support Branch for several months, this Office is convinced that the functions assigned to that Branch can be carried out more effectively under the direction and control of the Office of the Chief, IR, and the Chief, Soviet Branch.

3. Therefore, it is requested that the following T/O changes be made:

- a. Eliminate the Support Branch as presently established.
- b. Abolish the position of Chief, Support Branch, GS-13, and establish a new position, GS-12, in the Far East/ Near East Section.
- c. Transfer the Secretary-Typing position, GS-5 (Slot # 639) to the Reference-Control Section.
- d. Transfer the Classification Section to the Soviet Branch since this Section's work is confined almost exclusively to classifying information on industries in the USSR.
- e. Establish the Reference-Control Section under the Office of the Chief, IR.

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cc: SA (Adm) DD/I


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